

## **AUDIT CHECKLIST: TRAINING AND DEVELOPMENT**

- \_\_\_\_\_ 1. Are training objectives clearly defined as to development needs?
- \_\_\_\_\_ 2. Are records maintained to assess and control training costs?
- \_\_\_\_\_ 3. Are employees given the opportunity to comment on the quality of training?
- \_\_\_\_\_ 4. Is there ongoing supervisory training in leadership and managerial knowledge and skills?
- \_\_\_\_\_ 5. Is there pre-supervisory training for employees who desire to be supervisors?
- \_\_\_\_\_ 6. Is the tuition reimbursement program conducted pursuant to the company policies?
- \_\_\_\_\_ 7. Are there procedures in place to recognize employees who successfully complete self-development programs?
- \_\_\_\_\_ 8. Are employees aware of and encouraged to participate in self-development opportunities?
- \_\_\_\_\_ 9. Are there training programs available to aid current non-supervisory employees in acquiring needed job knowledge or skills for promotion or advancement?
- \_\_\_\_\_ 10. Are special training programs reviewed to ensure they have adequate minority representation?
- \_\_\_\_\_ 11. Is there specialized training, such as sexual harassment training, provided on a periodic basis?
- \_\_\_\_\_ 12. Can the company prove what company-provided training each employee has had?